



## **CAMARADES-NC3Rs SyRF**

### **Data Management and Sharing Policy**

20th April 2016

#### **1. Description of data**

##### **1.1 Type of study**

SyRF provides a data repository and analysis package for data collected from different types of published studies including; in vivo models of disease, in vitro models of disease and drug screening assays.

##### **1.2 Types of data**

Quantitative and qualitative data extracted from published studies are managed.

##### **1.3 Format and scale of the data**

A Microsoft SQL server-based database hosting the SyRF data management and analysis platform is used to manage data. This is accessible via a secure web portal to enable data sharing. The database is maintained long-term by the CAMARADES team. It is possible to download extracted data in various file formats.

#### **2. Data collection / generation**

##### **2.1 Methodologies for data collection / generation**

Data are extracted from published studies by users of SyRF and entered to the database.

##### **2.2 Data quality and standards**

Consistency and quality of data collection are controlled by following protocols with clear inclusion and exclusion criteria (made available on the SyRF website [www.syrf.org.uk](http://www.syrf.org.uk)). Investigators will have training before data entry and entered data will be checked by a second investigator. To ensure that data entry is standardised across investigators working on different projects the database uses controlled vocabulary for outcome measures. The Standardised Submission Policy is followed concerning depositors, quality & copyright:

The following submission policies apply:

1. Items may only be deposited by accredited users of SyRF or their delegated agents.
2. The administrator only vets items for the eligibility of authors/depositors, relevance to the scope of the repository, valid layout & format, and the exclusion of spam.
3. The validity and authenticity of the content of submissions is the sole responsibility of the depositor.
4. Items can be deposited at any time, but will not be made publicly visible until any publishers' or funders' embargo period has expired.
5. Any copyright violations are entirely the responsibility of the authors/depositors.
6. If the repository receives proof of copyright violation, the relevant item will be removed immediately.

### 3. Data management, documentation and curation

#### 3.1 Managing, storing and curating data.

Data is stored in a Microsoft SQL server-based database and backed up daily on the SyRF server at the University of Edinburgh, UK.

#### 3.2 Metadata standards and data documentation

Data is documented, annotated and described so that it can be used after the initial project is complete. The SyRF data management and analysis platform is designed to record details of methods, procedural information and provenance of data.

#### 3.3 Data preservation strategy and standards

The SyRF data management and analysis platform is used for long-term storage, preservation and retention of data. This is required to provide a standard and sustainable resource for data curation.

The following data preservation standards apply:

1. Data are retained indefinitely.
2. Data are managed to ensure continued readability and accessibility, items will be migrated to new file formats where necessary.
3. Data are backed up on a daily basis.
4. Items may be removed at the request of the author/copyright holder.
5. Acceptable reasons for withdrawal include:
  - Proven copyright violation or plagiarism
  - Legal requirements and proven violations
  - National Security
  - Falsified research
6. Withdrawn items are not deleted *per se*, but are removed from public view.
7. Withdrawn items' identifiers/URLs are retained indefinitely.
8. URLs will continue to point to 'tombstone' citations, to avoid broken links and to retain item histories, with:
  - A link to a replacement version, where available
  - A note explaining the reasons for withdrawal
9. *Errata* and *corrigenda* lists may be included with the original record if required.
10. If necessary, an updated version may be deposited.
  - The earlier version may be withdrawn from public view.
  - There will be links between earlier and later versions, with the most recent version clearly identified.
11. In the event of the repository being closed down, the database will be transferred to another appropriate archive.

### 4. Data sharing and access

#### 4.1 Governance of access

A steering committee is in place to make decisions on whether to supply data to a potential new user, with the default position that we will supply data unless there is a pressing reason not to.

#### **4.2 The study team's exclusive use of the data**

Our principles are that after the publication of the intended systematic review and meta-analysis (as outlined in a protocol) data is made available for secondary analyses or made available to be used as part of an updated systematic review.

The following Metadata Policy for information describing items in the repository applies:

1. Anyone may access the metadata free of charge.
2. The metadata may be re-used in any medium without prior permission for not-for-profit purposes and re-sold commercially provided a link to the original metadata record is given.

#### **4.3 Restrictions or delays to sharing, with planned actions to limit such restrictions**

After the publication of the intended systematic review and meta-analysis there will be no restrictions to data sharing. This enables collaborators to carry out secondary analyses or to update the systematic review.

#### **4.4 Regulation of responsibilities of users**

External users will be bound by data sharing agreements. Before investigators deposit data in SyRF they will be required to agree to the SyRF terms and conditions.